ADMINISTRATIVE -- INTERNAL USE ONLY

ORD 626-87

24 June 1987   **OIT/TRIS**
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MEMORANDUM FOR: Director of Information Technology

FROM: Philip K. Eckman
               Director of Research and Development

SUBJECT: ORD Research Program for Fiscal Year 1988

1. Each summer, the Office of Research and Development briefs its "customer" Offices on ORD's research program for the coming fiscal year. The briefing covers research projects we plan to perform on behalf of your Office, as well as other projects we believe might be of interest to you. I would like to present this year's briefing to you and your deputies on Friday, 31 July, at 0900 hours in your conference room. Please let me know if the date and time are convenient for you.

2. I would like to make the briefing as useful as possible for you, so I welcome your ideas on issues you would like us to address. If you have any suggestions, please advise me or my Executive Officer, _____, as soon as possible so that we can tailor our briefing to your requirements.

9 - 10:30
need overhead, projects

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Philip K. Eckman

cc: _____ PD/PRS/DS&T
    C/PATG/ORD
    C/ISRD/PATG/ORD
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ADMINISTRATIVE -- INTERNAL USE ONLY

30 June 1987

MEMORANDUM FOR: OIT Group Chiefs

VIA: STAT

    Chief, Management Division, MG

FROM: STAT

    Planning Officer, MD/MG

SUBJECT: ORD Briefing on FY 88 Research

1. ORD will present its annual briefing to OIT on Friday, 31 July 1987, at 0900 in 2D03 Headquarters. The briefing will cover research projects ORD is planning to perform on behalf of OIT, as well as other projects believed to be of interest.

2. In order to make the briefing as useful as possible, ORD has invited OIT to submit ideas on issues OIT personnel would like to have addressed. If you have any suggestions please send them to me via _____ no later than COB 10 July. Thank you.

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